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Commissioned Officer Promotion Reports (CORPs) and Procedures

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This Instruction reissues DoD Instruction 1320.13, dated August 17, 1992; implements policy, assigns responsibilities, and prescribes procedures under DoD Directive 1320.12; and incorporates Reserve component policies and responsibilities resultant from subtitle E of Title 10, United States Code.

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# Department of Defense INSTRUCTION

June 21, 1996  
NUMBER 1320.13

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USD(P&R)

SUBJECT: Commissioned Officer Promotion Reports (COPRs) and Procedures

References: (a) DoD Instruction 1320.13, "Defense Officer Promotion Reports (DOPR)," August 17, 1992, (hereby canceled)  
(b) DoD Directive 1320.12, "Commissioned Officer Promotion Program," February 4, 1992  
(c) Title 10, United States Code  
(d) DoD Instruction 1320.14, "Commissioned Officer Promotion Program Procedures," September 24, 1996

## A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a).
2. Implements policy, assigns responsibilities, and prescribes procedures under reference (b).
3. Incorporates Reserve component policies and responsibilities resultant from subtitle E of reference (c).

## B. APPLICABILITY AND SCOPE

This Instruction applies to:

1. The Office of the Secretary of Defense and the Military Departments.
2. The selection of commissioned officers for promotion on the Active Duty List and the Reserve Active Status List to the grades of captain through colonel in the Army, the Air Force, and the Marine Corps and lieutenant through captain in the Navy.

## C. DEFINITIONS

1. Active Duty List. A single list for the Army, the Navy, the Air Force, or the Marine Corps that is required to be maintained under Section 620 of reference (c) and that contains the names of all officers of that Military Service, other than warrant officers and officers described in Section 641 of reference (c), who are serving on active duty.



2. Commissioned Officer Promotion Report (COPR). An annual report to provide information to the Secretary of Defense about the commissioned officer promotion program under DoD Directive 1320.12 (reference (b)) and DoD Instruction 1320.14 (reference (d)) and Military Service promotion opportunity and timing. It is accomplished separately for officers on the Active Duty List and Reserve Active Status List.

3. Military Services. The Army, the Navy, the Air Force, and the Marine Corps.

4. Reserve Active Status List. A single list for the Army, the Navy, the Air Force, or the Marine Corps, required to be maintained under Section 14002 of 10 U.S.C. (reference (c)), which contains the names of all officers of that Armed Force, except warrant officers (including commissioned warrant officers) who are in an active status in a Reserve component of the Army, the Navy, the Air Force, or the Marine Corps and are not on an Active Duty List.

#### D. POLICY

It is DoD policy to:

1. Require that the Secretaries of the Military Departments shall ensure that all selection boards are conducted in full compliance with all applicable statutes and Directives.

2. Ensure the independence and integrity of selection boards by preventing unauthorized communications to them.

3. Provide for the careful consideration, without prejudice or partiality, of all officers eligible for promotion, ensuring that each officer has an opportunity to review and comment on any adverse information about him or her furnished to the board.

4. Provide an adequate officer inventory to meet projected manpower and skill requirements for each competitive category and grade. That inventory should reflect the appropriate distribution of officers by grade, experience, and skill.

5. Provide relatively similar promotion opportunities over a period of the next 5 years in each grade and competitive category.

#### E. RESPONSIBILITIES

1. The Assistant Secretary of Defense for Force Management Policy, under the Under Secretary of Defense for Personnel and Readiness, shall:

a. Oversee the preparation of the COPRs.

b. Retain information in Military Department COPRs.

2. The Secretaries of the Military Departments shall:



a. Administer the promotion programs of their Military Department, ensuring compliance with this Instruction, DoD Directive 1320.12 and DoD Instruction 1320.14 (references (b) and (d)).

b. Develop and issue written procedures, including regulations, to implement this Instruction.

c. Submit the COPRs to the Under Secretary of Defense for Personnel and Readiness by January 15 of each year.

## F. PROCEDURES

### 1. COPR

a. The COPR is designed to do the following:

(1) Provide narrative descriptions of Military Service promotion policy issues and report results of certain actions required by references (b) and (d).

(2) Provide a statistical summary of Service promotion opportunity and timing compared to DoD guidelines set out in paragraph F.1.c., below.

b. Format

#### (1) Narrative Summary

(a) The Military Department concerned shall provide an overview of commissioned officer promotion policy and its relationship to projected commissioned officer requirements. The various competitive categories established by the Secretary of the Military Department concerned shall be identified and described. The report shall include separate sections for officers on the Active Duty List and the Reserve Active Status List.

(b) The summary shall contain comments on the promotion opportunity and timing for each competitive category in the Military Department concerned in comparison to the objectives in subparagraph F.1.c.(1), below.

(c) The summary shall include a report of the results of the interviews conducted as required by paragraph E.3.g. of reference (d), and the reviews of administrative briefings conducted, as required by paragraph E.3.h. of reference (d).

(d) The summary shall include a verification that all officers who serve as board recorders for boards during that fiscal year (FY) have completed the program of instruction required by subparagraph F.2.b.(1) of reference (d).



(2) Report of Statistics. The Military Department concerned shall provide commissioned officer selection and promotion statistics in the format prescribed in enclosure 1.

c. Objectives

(1) While the process of promoting to fill requirements in the following grades by competitive category may result in different promotion timing and opportunity for certain competitive categories, promotion opportunity in a category shall be relatively similar over a period of the next 5 years. Promotion of officers serving on the Active Duty List under the promotion timing and minimum opportunity provided in enclosure 2 is desirable.

(2) It is recognized that promotion opportunity and timing, as determined by the Secretary of the Military Department concerned, may vary from those targets based on needs. For Reserve component officers, promotions are based on force requirements; the Secretary of the Military Department concerned shall determine the timing and opportunity variables for promotion.

(3) The number of officers on the Active Duty List or the Reserve Active Status List that may be recommended for promotion to the grades of colonel or captain (in the Navy) and below from among those being considered from below the promotion zone in any competitive category, may not exceed a number equal to 10 percent of the maximum number of officers to be recommended for promotion in such competitive category, as prescribed in Sections 616 and 14307(b) of 10 U.S.C. (reference (c)). The Secretary of Defense may authorize a greater number, not to exceed 15 percent of the total number of officers that the board is authorized to recommend for promotion, if he or she determines that the needs of the service so require.

d. Reporting

(1) All material in the COPR shall be unclassified.

(2) An original and one copy shall be submitted to the Assistant Secretary of Defense for Force Management Policy (Officer and Enlisted Personnel Management), Room 2B265, the Pentagon. That office shall provide the Assistant Secretary of Defense for Reserve Affairs (Manpower and Personnel) Room 2D517 a copy of the portion about officers on the Reserve Active Status List.

2. Procedures for Providing Factual Summaries to Promotion Selection Boards

a. Besides the information permitted by subparagraph F.I.c.(2)(a) of DoD Instruction 1320.14 (reference (d)), selection boards may consider automated computer summaries of information in an eligible officer's official military personnel record, as defined in regulation by the Secretary of the Military Department concerned.

b. Selection boards are also authorized to consider factual summaries of information permitted by subparagraph F.I.c.(2)(d) of reference (d) to ease the work of a selection board. The



Secretary of the Military Department concerned shall establish procedures to govern the preparation of such summaries. Those procedures shall include the requirement for the Secretary concerned to designate in writing those persons who may prepare the summaries.

G. INFORMATION REQUIREMENTS

The annual reporting requirement in paragraph E.2.c., above, has been assigned Report Control Symbol DD-FM&P(A)1621.

H. EFFECTIVE DATE

This Instruction is effective immediately for reports about officers on the Active Duty List, and on October 1, 1996, for reports concerning officers on the Reserve Active Status List.

*for* *A. Pang*  
Edwin Dorn  
Under Secretary of Defense  
(Personnel and Readiness)

Enclosures - 2

1. Commissioned Officer Selection and Promotion Statistics
2. Desired Active Duty List Promotion Timing and Opportunity



COMMISSIONED OFFICER SELECTION AND PROMOTION STATISTICS

SERVICE COMPONENT \_\_\_\_\_ ACTIVE DUTY LIST \_\_\_\_\_ RESERVE ACTIVE STATUS LIST \_\_\_\_\_

FOR FY: \_\_\_\_\_ COMPETITIVE CATEGORY: <sup>1</sup> \_\_\_\_\_

IN THE PROMOTION	BELOW THE PROMOTION	ABOVE THE PROMOTION	# TWICE FAILED AND SELECTED	
<u>ZONE</u>	<u>ZONE</u>	<u>ZONE</u>	FOR CONTINUATION	
# # %	# # %	# # %	FROM ABOVE THE	
<u>SEL</u> <sup>3</sup> <u>CON</u> <sup>4</sup> <u>SEL</u> <sup>5</sup>	<u>SEL</u> <u>CON</u> <u>SEL</u>	<u>SEL</u> <u>CON</u> <u>SEL</u>	<u>PROMOTION ZONE</u>	
			# # %	
			<u>SEL</u> <u>CON</u> <u>SEL</u>	

PAY GRADE

FROM TO

O-5 O-6  
O-4 O-5  
O-3 O-4  
O-2 O-3

1. To be completed for each competitive category. Show data for selection boards convened during the last FY.
2. For competitive categories not authorized constructive service credit, show the 12-month average of the total Federal commissioned service of the last "due-course" officer promoted during each month of the FY. For competitive categories authorized constructive service credit, show the 12-month average of the total commissioned service plus constructive service credit of the last "typical" officer promoted during each month of the FY. The active components use total active Federal commissioned service and the Reserve components use total Federal commissioned service.
3. Show the number selected for promotion.
4. Show the number considered for promotion.
5. The number selected divided by the number considered, expressed as a percentage.



DESIRED ACTIVE DUTY LIST PROMOTION TIMING AND OPPORTUNITY

TO GRADE	TIMING <sup>1,2</sup>	OPPORTUNITY <sup>1</sup>
O4	10 YEARS +/- 1 YEAR	80 percent
O5	16 YEARS +/- 1 YEAR	70 percent
O6	22 YEARS +/- 1 YEAR	50 percent

<sup>1</sup>Promotion timing and opportunity are defined in DoD Instruction 1320.14 (reference (d)).

<sup>2</sup>Years of commissioned military service plus all entry grade credit.